

**BY ORDER OF THE COMMANDER
341ST MISSILE WING**



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Operations

**AIR FORCE EMERGENCY
MANAGEMENT (EM) PROGRAM
PLANNING AND OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication supplements AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, 27 February 2008 and AFI10-2501_AFGSCSUP, *Air Force Emergency Management (EM) Program Planning and Operations*, 21 February 2014. It defines the Malmstrom Air Force Base EM program as a cross-functional program that integrates procedures and standards for planning, logistical requirements, emergency response actions, exercises and evaluation, training of personnel and warning. This publication establishes responsibilities, procedures and standards and its prescribed planning process is intended to help commanders achieve unity of effort, allocate and utilize resources effectively and identify shortfalls in their response capabilities for Malmstrom Air Force Base (AFB). The EM program serves as a focal point, bringing together unit operations that interact during contingencies so the installation can continue its missions. This publication applies to all personnel assigned to the 341st Missile Wing and subordinate units and personnel assigned or attached to, or supported by, Malmstrom AFB. It does not apply to the Air National Guard (ANG) or the Air Force Reserve (AFRC). Refer recommended changes and questions about this publication to the OPR using AF

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SUMMARY OF CHANGES

Major changes include: incorporation and updates following Interim Change 3 to the parent AFI, new prescribed 341 MW Form 223, removal of NUWAIX references, added section titles, updated paragraph numbering, removal of DRF training requirements not already listed in AFI 10-2501, addition of the 741 MXS, 40 HS, 341 OG, 341 LRS and 341 FSS specific responsibilities, and removal of duplicate guidance already found in other guides, manuals, instructions and plans.

2.5. Installation Disaster Response Force (DRF) Structure.

2.5.1.1. **(Added)** In the event of an evacuation, all DRF members are highly recommended to maintain a “grab bag”, with applicable checklists, and any other items necessary to accomplish their job at the alternate location.

2.5.7.1. **(Added)** 341 MXG and 341 OG will each provide at a minimum one primary and one alternate representative to the EOC. The representatives will comply with the training requirements found in AFI 10-2501. The representative may be released from the EOC at the EOC Director’s discretion should the event/exercise not require their expertise.

3.11. Unit Commanders.

3.11.1.1.1. **(Added)** Each UEM program is maintained by the UEM representative, overseen by the unit commander and coordinated with 341 CES/CEX. For Tier I programs, unit commanders must assign a primary and alternate UEM representative. UEM representatives must, upon assignment, have at least 12 months retainability within their unit. Tier II units will only be required to provide one POC. AFOSI, 819 RHS, 219 RHS, and Det 450 are all tier II programs.

3.11.1.2.1.1. **(Added)** Units will use 341 MW Form 223, *Quarterly Emergency Management (EM) Report* when reporting quarterly status. Reports will be utilized as an appointment letter and will comply with guidance out of AFMAN 32-1007 Para. 7.4.1.

3.11.1.2.1.2. **(Added)** Unit quarterly reports are due by the 12th day of the month following the end of the quarter (ex. 1st quarter report is due by 12 April). Quarterly reports must be uploaded to the unit’s respective SharePoint folder. Quarterly reports are required to be signed by both the UEM representative and the unit commander before submittal to SharePoint.

3.11.2.1. **(Added)** The UEM representative will contact 341 CES/CEX upon the arrival of a new commander. Within 90 days of the unit commander’s arrival, a Senior Leader’s Immersion briefing will be coordinated by the UEM representative and conducted by 341 CES/CEX.

3.12. **Installation and Unit Specialized Teams.** 3.12.1.1.1 **(Added)** UEM representatives must provide oversight for specialized teams to ensure they are assigned and trained IAW applicable

guidance to include IRF/RTF members. A working relationship with each applicable specialized team chief is recommended. Specialized teams are identified in the IEMP 10-2.

3.12.1.1.2. **(Added)** Emergency Management Support Team (EMST) missions are as follows:

3.12.1.1.2.1. **(Added)** The primary mission of the EMST is to control contamination spread from personnel involved in a radiological incident/accident.

3.12.1.1.2.2. **(Added)** The secondary mission of the EMST is to identify the extent of downwind contamination from a radiological incident/accident and to assist 341 CES/CEX as needed.

3.14. Unit Emergency Management Representatives.

3.14.1. **(Added)** UEM representatives must be knowledgeable of their unit's mission, capabilities, limitations and tasking in operational plans. In addition to management of own unit, the following UEM representatives are responsible for the agencies listed below.

3.14.1.1. **(Added)** 741MXS UEM representatives are responsible for 341 MXG staff.

3.14.1.2. **(Added)** 341 CPTS UEM representatives are responsible for 341 MW staff agencies and the Army Corp of Engineers.

3.14.1.3. **(Added)** 341 SSPTS UEM representatives are responsible for 341 SFG staff.

3.14.1.4. **(Added)** 341 MDG UEM representatives are responsible for 341 MDSS, 341 MDOS and 341 MDG staff.

3.14.1.5. **(Added)** 341 FSS UEM representatives are responsible for the Civil Air Patrol, 341 MSG staff, DECA and AAFES.

3.14.1.6. **(Added)** 40 HS UEM representatives are responsible for their unit's EM program.

3.14.1.7. **(Added)** 341 LRS UEM representatives are responsible for DRMO Personnel.

3.14.2. **(Added)** All units under 341 Operations Group will be consolidated under one UEM program (e.g. 341 OSS, 10 MS, 12 MS, and 490 MS). There will be two representatives providing oversight and will act on behalf of the Operations Group commander. Assigned UEM reps for the 341 OG will remain over the program even upon PCA to a different squadron within the 341 Operations Group.

3.14.3. **(Added)** UEM representatives must complete the Air Force EM Program Course (ADLS CBT), Unit EM Representative (ADLS CBT) and attend the local UEM representative course within 30 days of assignment to the position.

3.14.4. **(Added)** Tier I program UEM representatives must maintain an electronic UEM program folder available on the UEM SharePoint page and maintain a local electronic backup on a squadron dedicated drive. The folder must be formatted IAW Table 3.1. **(Added)**

Table 3.1. (Added) Tier I SharePoint Unit EM Representative Program Folder.

<i>TAB 1-Appointment Letters</i>
Unit Emergency Management representative
Unit Control Center
Emergency Operations Center

<i>TAB 2-Training Certificates</i>
EOC-Emergency Operations Center representatives
UCC-Unit Control Center representative
UEM-Unit Emergency Management representative
RTF-Response Task Force members
<i>TAB 3-Quarterly Reports</i>
Reports older than three years can be destroyed
<i>TAB 4-Self Inspections</i>
Inspections older than three years can be destroyed
<i>TAB 5-Staff Assistance Visits (SAVs)</i>
SAVs older than three years can be destroyed
<i>TAB 6-Checklists</i>
IEMP 10-2 supporting checklists
<i>TAB 7-Other</i>
Documentation of semi-annual mass briefings, distribution of quarterly newsletters, any other items requiring documentation via Memorandum For Record (MFR)

3.14.5. **(Added)** Members will locally maintain the current version of the following publications and documents via electronic and/or hard copy (these items are not to be stored on SharePoint): AFI 10-2501 and applicable supplements, 341 MW IEMP 10-2, unit specific checklists supporting the 10-2, visual aids and posters, and DoD Manual 3150.8-M, Nuclear Accident Response Procedures (NARP).

3.14.6. **(Added)** The annual EM SAVs will be conducted with UEM representatives and administered by 341 CES/CEX to gauge the unit's performance in the EM program. Tier II programs will receive a SAV upon Commander request or if they fail to comply with Tier II requirements listed in AFMAN 32-1007. The SAVs will be performed as follows:

3.14.6.1. **(Added)** During the SAV, the UEM representatives will accompany the 341 CES/CEX representatives to all areas requiring a review (UCC, CBRNE PPE equipment storage, UTM, UDM, shelter-in-place locations, etc...). Prior to the SAV, UEM representatives must notify any necessary personnel that their presence is needed for the SAV. 341 CES/CEX will provide an out brief to the UEM, identifying any deficiencies that will be noted within the report.

3.14.6.2. **(Added)** 341 CES/CC or 341 CES/CEX will provide the unit commander with a SAV out-brief electronically. If the unit commander prefers, 341 CES/CEX will conduct an in-person out-brief. The briefing is a review of the SAV findings and a discussion of any EM related issues.

3.14.6.3. **(Added)** A final SAV report will be electronically sent to the unit commander. The unit commander must either concur or non-concur with the findings within two weeks of receiving the SAV report. Within 30 days of the unit commander's concurrence with the SAV report, the UEM representatives must prepare and forward a MFR describing follow-up and corrective actions to 341 CES/CEX. Follow-up report must say how the unit intends to correct

the finding as well as give an estimated completion date. The memo must be signed by the unit commander prior to submittal to 341 CES/CEX. 341 CES/CEX will then arrange follow-on assistance, if necessary, to help resolve problems beyond the unit's capability to correct.

3.14.7. **(Added)** Perform a Management Internal Control Toolset (MICT) self-inspection utilizing the most current Emergency Management Program Unit Level Self-Assessment Communicator (SAC) at the frequency determined by your squadron. Self-inspections will also be conducted using the most current EM SAV Self-Inspection checklist incorporated with the MICT SAC questions marked accordingly.

3.14.8. **(Added)** Disseminate EM information to all assigned members of the unit IAW AFI 10-2501, paragraph 6.7.2. The method for dissemination of quarterly information packages is at the discretion of the UEM representative. Recommended methods include: commander's call, e-mail distribution, guard mount briefings, etc. Document the dissemination process using a MFR or a saved copy of the email sent to the unit and file in the electronic UEM program folder. The MFR must contain the date the material was distributed, to whom and the subjects included. Document the training on the 341MW-223.

3.14.8.1. **(Added)** UEM representatives must conduct an emergency preparedness briefing to the unit semi-annually in a commander's call or other mass briefing format. Document the presentation using a MFR filed in the electronic UEM program folder. The MFR must document the subject matter of the briefing materials, the date the briefing was conducted and the forum in which the briefing was conducted.

3.14.9. **(Added)** In conjunction to AFI 10-2501 and AFMAN 10-2503, enforce shelter in place (SIP), evacuation, lockdown and natural disaster doctrine. Facility managers are required to assist in this endeavor.

3.14.9.1. **(Added)** Develop SIP, evacuation, lockdown and natural disaster checklists for each occupied facility. Ensure that the checklists are easily available and familiar to the occupants of each facility.

3.14.9.2. **(Added)** Establish a personnel accountability system in order to advise emergency responders of the sheltered or evacuated personnel.

3.14.9.3. **(Added)** Ensure facility managers are maintaining SIP kits IAW the Protective Action Guide. These kits must be inventoried every six months and shortfalls identified in unit budget as needed.

3.14.9.4. **(Added)** UEM representatives will have oversight of their unit's completion of all Disaster Response Force training by tracking/documenting training to include training listed in AFI 10-2501 Table 6.1 and any other current applicable EM guidance, using the quarterly reports and UEM SharePoint site.

4.3. Installation Emergency Management Plan (IEMP) 10-2.

4.3.1.1.6. **(Added)** UEM representatives are responsible for oversight of checklists supporting the unit's tasking in the 341 MW IEMP 10-2 as well as any specialized team or process checklists.

5.5. Unit Emergency Management (EM) Response Equipment.

5.5.1.1. **(Added)** UEM representatives will ensure proper maintenance and storage of unit EM response equipment.

6.4. Air Force Emergency Management (EM) Program Education and Training Requirements.

6.4.3.1. **(Added)** Emergency Management training schedulers will ensure members are notified of the mandatory pre-requisites and equipment requirements for all EM training prior to the class date.

6.7. Air Force Emergency Management (AFEM) Information Program

6.7.1.3. **(Added)** UEM representatives must provide an emergency preparedness briefing for all newly assigned personnel during unit in-processing utilizing the CEX standardized template with unit specific additions. UEM representatives will use the “Be Ready” booklet, “Population Protective Action Guide” and other information provided by 341 CES/CEX to brief newly assigned personnel.

6.7.1.3.1. **(Added)** Documentation of newcomer’s briefings must be accomplished and uploaded to unit’s folder on the UEM SharePoint within two weeks of each newcomer’s brief (ie, scan and upload a sign in roster, MFR, etc.).

6.8. Hazardous Materials (HAZMAT) Education and Training.

6.8.5.1. **(Added)** UEM representatives will have oversight of tracking/documenting individual DoD HAZMAT certifications using the quarterly reports and UEM SharePoint.

9.2. General Information.

9.2.2.1. **(Added)** UEM representatives are responsible for maintaining visual aids and emergency preparedness informational posters. These can be obtained through 341 CES/CEX. Display visual aids and posters on high traffic area bulletin boards or suitable subs.

JOHN T. WILCOX II, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Prescribed Forms

(Added) 341 MW Form 223, Quarterly Emergency Management Report

Adopted Forms

(Added) AF Form 847, Recommendation for Change of Publication